


The Secretary of Energy
Washington, DC 20585

December 3, 1999

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: BILL RICHARDSON 
SUBJECT: Office of Economic Impact and Diversity Mandate

Accomplishing the Department of Energy's national mission requires an investment in people and institutions, both within the Department and throughout the country. It requires opening the doors of opportunity for all communities to engage in the Department's scientific, technical, and business operations.

The Department has a longstanding commitment to promote excellence and equity in the workplace and develop action-oriented relationships with groups that have historically been under-represented in the Department's everyday activities, including racial and ethnic communities, Tribal Governments, women, and persons with disabilities.

The Office of Economic Impact and Diversity (ED), under the leadership of James B. Lewis, has overall responsibility for the following programs, including the responsibility to work with departmental elements to develop and monitor the implementation of policies and regulations necessary to achieve programmatic objectives:

- Office of Small and Disadvantaged Business Utilization (OSDBU):
Responsible for program to achieve congressionally mandated Federal socio-economic goals. Provides strategies for and oversight of the development and execution of procurement policies and programs to ensure that an equitable portion of the total contracts and subcontracts for the Department's services and supplies are procured from small, small disadvantaged, and women-owned businesses.
- Office of Civil Rights and Diversity (OCR):
Responsible for the Department's affirmative employment programs to assure equal opportunity for all employees and applicants by identifying and eliminating barriers to employment both physical and nonphysical. The office develops, monitors, and implements equal employment opportunity counseling, complaints, investigations, and mediation programs and coordinates diversity strategies for the Department.



- **Office of Employee Concerns (OEC):**
Provides a focal point for employees to raise issues associated with potential fraud and abuse and environment, safety, or health conditions of DOE and its contractors. OEC has adopted alternative dispute resolution processes to facilitate the resolution of these issues in a full, fair, and timely manner. This Office continues the Ombudsman function that allows employees an additional avenue to resolve complaints in a nonlitigious and informal manner.
- **Office of Minority Economic Impact (OMEI):**
Coordinates the Department's programs for minority educational institutions—the Historically Black Colleges and Universities, the Hispanic Serving Institutions, and the Tribal Colleges and Universities—to increase support for these institutions. Oversees development of the Department's environmental justice policies; manages the Department's minority banking program; conducts socioeconomic research; provides technical assistance to minority businesses and organizations to increase their understanding of, and participation in, DOE's business lines; and implements programs to enhance economic and community development capacities among under-represented population segments.

These mandates are an integral part of the functions and missions of the Department. ED's role is to maintain a focused and integrated approach in these critical areas that cut across all program elements. All Principal Secretarial Officers, directors, supervisors, managers, and field managers have a responsibility to ensure that their offices and programs are full participants in carrying out these objectives, to report their progress to ED in meeting targets, and to inform employees of resources available to them in the area of civil rights and employee concerns.

I have requested that Deputy Secretary T.J. Glauthier and ED Director James B. Lewis brief me quarterly on each departmental element's progress in meeting these program goals and objectives. I encourage you to submit, as part of your weekly report, a summary of programs and efforts designed to engage under-represented communities as stakeholders, partners and customers in the Department's missions.

Mr. Lewis and his staff can be reached at (202) 586-8383.